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RECORDS CONTROL SCHEDULE ~~SECRET~~

SCHEDULE NO.: 32-54

DATE PREPARED: 13 April 1954

APPROVING OFFICIAL:

OFFICE, DIVISION, BRANCH: OFFICE OF THE GENERAL COUNSEL

ITEM NO.	FILES IDENTIFICATION (*Title, description, arrangement, and inclusive dates*)	VOLUME (*Linear Ft*)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
1.	OFFICE SUBJECT FILE Consists of correspondence, reports, and other papers which document opinions and decisions pertaining to legal matters arising in connection with the official business of the Agency, and proposed and existing legislation affecting Agency activities. The file also includes records which document the establishment and operation of the Office. Filed in accordance with the OGC File Manual. (1946-1954)	14.6	4 drawer safe	Permanent. Disposal not authorized. (Cut-off every third year; transfer to Records Center 3 years thereafter.
2.	PRECEDENT FILE (Legal Decisions) Extra copies of legal decisions rendered by the Office which establish a precedent for future determination in similar cases. Filed alphabetically by subject. (1947-1954)	.8	4 drawer safe	Permanent. Disposal not authorized. (Retain in current files area indefinitely.)
3.	REGULATORY INDEX FILE Extra copies of selected legal opinions and decisions rendered by the Office which interpret existing Public Laws, Executive Orders, Agency Regulations, and similar regulatory issuances. Serves as an index to previous determinations involving interpretations of specific regulatory issuances. Filed by type of issuance.			Permanent. Disposal not authorized. (Retain in current files area indefinitely.)

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RECORDS CONTROL SCHEDULE CONTINUATION SHEET

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
4.	CONVENIENCE FILE (Reading)			
	Extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1946-1954)	2.0	4 drawer safe	Temporary. Destroy when 2 years old. (Cut-off at end of each year; destroy 2 years thereafter.)
5.	EMPLOYEE RECORD CARD FILE			
	Consists of Form OF-4b, Employee Record Card, used in the immediate supervision of the personnel of the Office. Cards record personnel actions, training courses attended, and other information necessary in the direct supervision of the personnel. Filed alphabetically by surname. (Current)	.1	4 drawer safe	Temporary. Destroy upon separation from the Agency; upon intra-agency transfer, forward to gaining office.
6.	LIAISON CONTACT FILE			
	Consists of lists of individuals who have received security clearance to serve as contacts with the Office. Correspondence pertaining to the individuals and their clearances is filed in the "Office Subject File" (item 1).			
	a. List covering individuals in Government Agencies, and commercial firms. Arranged by the agency or organization. (Current)	.1	4 drawer safe	Temporary. Destroy when superseded or obsolete, or no longer needed for reference purposes.
	b. List covering lawyers. Arranged by State of residence and alphabetically by name thereunder. (Current)	.1	4 drawer safe	Temporary. Destroy when superseded or obsolete, or no longer needed for reference purposes.

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RECORDS CONTROL SCHEDULE — CONTINUATION SHEET

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
7.	ASSIGNMENT LOGS			
	a. Loose-leaf binder containing a record of all individual work assignments. Arranged by month and cross-indexed to name of individual. (1952-1954)	.1	4 drawer safe	Temporary. Destroy when superseded or obsolete, or no longer needed for reference purposes.
	b. Similar to above, but limited to assignment for the preparation of comments on proposed Agency regulatory issuances. (1953-1954)	.1	4 drawer safe	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
8.	VITAL MATERIALS TRANSFER SLIP FILE			
	Consists of Form 36-215, Vital Materials Transfer Slip, which is used to record and control the material transferred to the Vital Materials Repository by the Office. Filed numerically be deposit number. (1951-1954)	.1	4 drawer safe	Temporary. Disposal not authorized at this time.
9.	MAIL LOG			
	Record of all classified material, including top secret and cables, received and dispatched by the office. Maintained primarily for security purposes. Filed by type of material and chronologically thereunder. (1949-1954)	.6	4 drawer safe	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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RECORDS CONTROL SCHEDULE CONTINUATION SHEET

ITEM NO.	FILES IDENTIFICATION (*Title, description, arrangement, and inclusive dates*)	VOLUME (*Linear Ft*)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
10.	COURIER'S CLASSIFIED MAIL RECEIPTS Consists of the office copy of Form 35-16, Courier's Classified Mail Receipt, which was signed by the courier at the time the material was picked up for delivery to addressee. Filed chronologically. (1951-1954)	.1	4 drawer safe	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
11.	LIBRARY MATERIAL Consists of legal books maintained as a ready reference.	400.0	Bookshelves	Permanent. Return to Library when no longer needed for reference purposes.
12.	REFERENCE PUBLICATIONS FILE Consists of copies of CIA Regulations and Notices, OSO and Clandestine Services Regulations, NSC Directives, and Federal Register. Filed by type of issuance.	6.7	4 drawer safe	Temporary. Destroy when superseded or obsolete, or no longer needed for reference purposes.
12-1	Cables Information copies of incoming and outgoing cables received from the Cable Secretariat. Filed chronologically.	1.5	4-drawer safe	Temporary. Reference copy only - destroy after six months.
12-2	Proposed Regulations Consists of copies of proposed regulations received from Regulations Control Staff for comment. Filed O & M - chronologically.	1.8	4-drawer safe	Temporary. Destroy after 1 year as final regulations are published. Reference use only.

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RECORDS CONTROL SCHEDULE ~~SECRET~~

SCHEDULE NO. 32-54

DATE PREPARED 13 April 1954

OFFICE, DIVISION, BRANCH
OFFICE OF THE GENERAL COUNSEL - LEGISLATIVE COUNSEL

APPROVING OFFICIAL

ITEM NO.	FILES IDENTIFICATION (*Title, description, arrangement, and inclusive dates*)	VOLUME (*Linear Ft*)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
13.	LEGISLATIVE COUNSEL SUBJECT FILE Consists of correspondence, reports, bills, resolutions and other papers pertaining to legislation affecting the Agency. These records constitute a portion of the file described in item 1 which are maintained separately during their greatest activity for convenience of reference. Filed alphabetically by subject. (1946-1954)	4.8	4 drawer safe	Permanent. Disposal not authorized. When no longer needed, incorporate in the file described in item 1.
14.	CONGRESSIONAL COMMITTEE FILE Case files consisting of correspondence, reports, and other papers pertaining to Senate and House Committee debates, hearings, and testimony on bills and other legislation of interest to the Agency. The file also includes requests for the transmittal of Agency reports and information to the Committees. Filed alphabetically by name of Committee. (1947-1954)	1.8	4 drawer safe	Permanent. Disposition not authorized.
15.	MEMBERS OF CONGRESS FILE Individual case files on members of Congress who are dealing with the Agency. Consists of correspondence pertaining to the employment of individuals sponsored by Congressmen, employee grievances taken to Congressmen, suggestions for Agency intelligence coverage, and similar liaison activities. Filed alphabetically by name of Congressman (1946-1954)	6.3	4 drawer safe	Permanent. Disposition not authorized.

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RECORDS CONTROL SCHEDULE — CONTINUATION SHEET

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
16.	LEGISLATION FILE File includes House and Senate Bills, Resolutions, Reports, Concurrent and Joint Resolutions, and related correspondence. Provides a convenient reference to new and proposed legislation of interest to the Agency and comments pertaining thereto. Filed alphabetically by subject. (1953-1954)	1.5	4 drawer safe	Temporary. Destroy at end of the Congress, EXCEPT correspondence and related legislation which will be incorporated in the file described in item 1.
17.	APPLICANT CARD FILE Consists of Form 23-1, Applicant Record Card, on each applicant for Agency employment who has been sponsored by a Congressman. Provides a summary of all information on the case and also serves as a tickler for follow-up. Actual correspondence with the applicant is maintained in the sponsor's folder in the "Members of Congress File". Filed alphabetically by name of applicant. (Current)	3.0	4 drawer safe	Temporary. Disposition not authorized.
18.	CONVENIENCE FILE (READING) Extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1952-1954)	.3	4 drawer safe	Temporary. Destroy when 2 years old. (Cut off at the end of each year; destroy 2 years thereafter.)
19.	JOURNAL ENTRY FILE A summarized record of daily events, conversations, and activities. Filed chronologically. (1952-1954)	.3	4 drawer safe	Permanent. Disposition not authorized.

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RECORDS CONTROL SCHEDULE [redacted] CONTINUATION SHEET

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
20.	DISTRIBUTION CONTROL FILE Card file providing a record of the Agency distribution of processed material such as House and Senate Reports, Committee Reports, hearings and similar material received from Congress. Filed alphabetically by name of Committee. (1948-1954)	.6	4 drawer safe	Temporary. Disposition not authorized.
21.	LIBRARY MATERIAL Consists of legal books maintained as a ready reference.			
	a. Agency material.	5.0	Bookshelves	Permanent. Return to the OGC library when no longer needed for reference purposes.
	b. Mr. Pforzheimer's personal material.	20.0	Bookshelves	
22.	REFERENCE PUBLICATIONS FILE Consists of copies of Public Laws, Congressional hearings, Congressional Registers and similar publications maintained for reference purposes.	35.0	Bookshelves	Temporary. Destroy when superseded or obsolete, or no longer for reference purposes.

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RECORDS CONTROL SCHEDULE ~~SECRET~~

SCHEDULE NO. 32-54

DATE PREPARED 13 April 1954

OFFICE, DIVISION, BRANCH
OFFICE OF THE GENERAL COUNSEL - COVERT BRANCH

APPROVING OFFICIAL

ITEM NO.	FILES IDENTIFICATION (*Title, description, arrangement, and inclusive dates*)	VOLUME (*Linear Ft*)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
24.	BRANCH SUBJECT FILE Consists of correspondence, reports and related form records which document the legal aspects of covert projects and activities. Filed alphabetically by subject. (1951-1954)	3.0	4 drawer safe	Permanent. Disposal not authorized (Cut off at the end of every 3 year; transfer to Records Center 3 years thereafter.)
25.	PROJECT FILE Consists of correspondence, reports and related form records which document the legal aspects of specific covert projects. Includes the administrative plan, copies of contracts, and legal opinions. Filed alphabetically by project name.	5.0	4 drawer safe	Permanent. Disposal not authorized (Place in inactive file when project is completed or discontinued; cut off inactive file at end of each year and transfer to Records Center 1 year thereafter.)
26.	COMMERCE REFERENCE FILE Consists of Department of Commerce Bulletins regarding the establishment of businesses in foreign countries and pertains to the rights of foreigners, foreign exchange, entry, taxation, liability, etc. Filed alphabetically by country. (1949-1954)	1.0	4 drawer safe	Temporary. Destroy when superseded or obsolete, or no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
27.	CONVENIENCE FILE (READING)			
	Extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1951-1954)	.4	4 drawer safe	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
	LIBRARY MATERIAL			
28.	Consists of legal books maintained as a ready reference	52.0	Bookshelves	Permanent. Return to the OGC library when no longer needed for reference purposes.
29.	REFERENCE PUBLICATIONS FILE			
	Consists of copies of CIA Regulations and Notices, OPC, OSO, and Clandestine Regulations. Filed by type of issuance	2.5	4 drawer safe	Temporary. Destroy when superseded or obsolete, or no longer needed for reference purposes.
30.	MAIL LOG			
	Record of all classified material received and dispatched by the office. Maintained primarily for security purposes. Filed chronologically. (1952-1954)	.1	4 drawer safe	Temporary. Destroy when 1 year old. (Cut off at the end of each year; destroy 1 year thereafter.)
31.	COURIER'S CLASSIFIED MAIL RECEIPTS			
	Consists of the office copy of Form 35-16, Courier's Classified Mail Receipt, which was signed by the courier at the time the material was picked up for delivery to addressee. Filed chronologically. (1951-1954)	.1	4 drawer safe	Temporary. Destroy when 1 year old. (Cut off at the end of each year; destroy 1 year thereafter.)

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OFFICE OF GENERAL COUNSEL
SCHEDULE FOR DEPOSIT OF VITAL MATERIALS

FILE SERIES	MATERIAL DEPOSITED	DEPOSIT SCHEDULE	UNIT DEPOSITING RECORDS
Weekly Activity Report to the DD/A	Paper copies	Weekly	Records Management Division
Items for the Daily Log	Paper copies	Weekly	Records Management Division
Memorandum for the Director's Log	Paper copies	Weekly	Records Management Division
Memorandum for the Record	Paper copies	Weekly	Records Management Division
Legal Opinions	Paper copies	Weekly	Records Management Division

Name of Person to Contact:
[redacted]

[redacted]
Area Records Officer

25X1A9a
25X1A9a

14 April 1954
Date

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